



OFFICE OF THE COUNTY AUDITOR

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To: Mary Keating, Director of Community Services
Paul Rafac, Chief Financial Officer

From: Bob Grogan, CPA, CFE
County Auditor *BG*

Subject: Community Services Imprest Bank Account Reconciliation, July 2018
#18-82

Date: September 25, 2018

The Office of the County Auditor has completed an audit of the DuPage County Community Services Imprest Account bank account. Audit procedures were performed to review the internal controls and transactions as well as independently recreate the reconciliation performed by the Finance Department for the bank statement as of July 31, 2018.

Results

Audit procedures determined that the reconciliation was performed by a Finance Department staff member who does not have disbursement or deposit responsibilities with respect to this account. The reconciliation is acknowledged by initials and date of the staff member performing the reconciliation and the employee who reviewed the reconciliation.

It was noted that two Imprest checks, each more than \$500.00, were signed by only one authorized signatory. Imprest checks for \$500.00 or more require two authorized signatories.

Objective

The County Auditor will perform a series of audit procedures designed to evaluate the internal controls over certain bank accounts outside the control of the County Treasurer. A review was performed to determine if the reconciliation of the Community Services imprest account was timely and accurately performed.

Background / Audit Scope

The DuPage Community Services Department maintains a non-interest bearing checking account with the DuPage County Employees Credit Union to provide emergency funds for the immediate needs of DuPage County Community Services clients. The account is intended for expenses which are eligible for payment through the DuPage County Finance Accounts Payable System. The account may be used when a check or a debit card is needed

for immediate purchases and when processing through the DuPage County Finance Accounts Payable Department is not feasible to meet the immediate payment timeline requirements. Possible uses for this account include client needs for the following: rent, gas, food, etc. and for household purchases for institutionalized clients that are being transitioned back into the community through the Money Follows the Person (MFP Program). These payments do not require County Board approval when initially paid. The County's reimbursement of the expenditures is subject to Accounts Payable procedures, County Auditor review, and County Board approval. The imprest balance of this account is \$20,000.00.

This limited scope internal audit was designed to test if the bank reconciliation was performed on a timely basis and reviewed by an individual independent of deposit and disbursement activities. Procedures included verifying that disbursements were reasonable, deposits were made on a timely manner, and that the imprest balance was accounted for.

The procedures performed by the County Auditor were not designed, nor are intended, to provide a thorough assessment of the internal control risks associated with the processing of transactions in the Community Services Imprest account nor compliance with the grant regulations.

Audit Findings and Recommendations

During the review of reimbursements to the Imprest account through the accounts payable system, the County Auditor noted that there were two checks signed by only one authorized signatory; check 1250 for \$719.98 and check 1251 for \$905.00. Imprest checks for \$500.00 or more require two authorized signatories. The documentation provided to support both expenditures seemed appropriate and consistent with the utilization of Imprest funds however; the approval paperwork, the *Imprest Accounts Payable Request* form, was initialed by the same person who signed the checks. Finance Department personnel indicated that a second authorized individual was not available at the time the check was needed. **It is recommended that if a similar situation occurs again and there are not two individuals available to sign a check, that at a minimum, the *Imprest Accounts Payable Request* form should be reviewed and initialed by a second approver who did not sign the check.**

No other exceptions were noted.

If you have any questions, please contact me.

cc: Tom Cuculich, County Administrator
Carmi Cyrus, Finance Department